

BETHEL CHURCH MDO POLICIES

PAYMENT - FOR SCHOOL YEAR STUDENTS

The registration fee is due and payable upon registration. These fees are used to purchase equipment and supplies and are non-refundable.

September and May tuition is due the first week of August. Registering your child in this program is a commitment to remain in the program from September through May. In the event you need to withdraw your child prior to the end of the program, you will forfeit May's tuition.

All tuition payments are payable monthly in advance and are due the first week of each month. Checks should be made out to "Bethel MDO" with your child's name on the bottom of the check. Tuition should be placed in the slot labeled "MDO" in the door of room 138 or mailed to: Bethel MDO at 825 Bering Drive, Houston TX 77057. A late fee of \$25 will be charged on tuition not received by the 15th of the month.

The entire month's tuition is required of all children in all classes, regardless of the number of days missed due to illness or other reasons.

ATTENDANCE POLICY

All required forms must be completed and on file in the office prior to each child attending classes.

Children should be brought to school only on those days for which they are registered. There are no make-up days due to illness or other reasons. No child will be accepted on a drop-in basis.

Three year olds entering the program in September must be toilet trained.

NAP/REST TIME POLICY

During nap/rest time your child is expected to be quiet and remain on his/her mat. If after 6 weeks it is not possible for your child to rest quietly, it will be necessary to pick him/her up before rest time begins.

HEALTH CARE POLICY

No sick child will be allowed to stay at school. If a child should get sick at school, the child's parents or another responsible adult, so designated by the parent, will be contacted.

Any child with a communicable disease will not be permitted back to school without a doctor's written approval. If your child develops a communicable disease, please inform the director so that other parents may be alerted. Any child suffering from diarrhea, vomiting, fever or other illness may not return to school until the symptoms have been absent no less than 24 hours.

Late Fee: \$1.00 per minute paid directly to the teacher.

I have read and understand the above policies.

Parent's Signature

Date